

FINANCIALS: REPORTS

The Financials feature enables you to construct and export two types of essential reports: A Profit and Loss Report (also called a P&L or P/L) and a Balance Sheet Report.

A **Profit and Loss Report** displays income and outgo for a specific month, quarter, year, or multi-year period. It helps you review your overall cashflow, and identify where and how your organization's costs either exceed or fit within your income.

A **Balance Sheet Report** displays account balances for a specific month, quarter, year, or multi-year period. It shows you the positive or negative balance in each account, including bank, credit card, asset, and equity accounts.

Create a Profit and Loss Report

Build a Profit and Loss Report for a specific period of time so you can review your income and expenses.

Click on the "Financials" tab to open it and the "Reports" tab to view the REPORTS window. Click on the "Profit and Loss Report" link.

In the "PROFIT AND LOSS REPORT" window that opens, click in the "Date Range" box to reveal a calendar from which to select the beginning and ending dates of the range of financial activity.

To change the month, click on the forward and back arrows at the top right corner of the calendar window.

Click on a date to select it. Click on the "Set" link at the top right corner of the date-selector window to close the calendar, and return to the "PROFIT AND LOSS REPORT" window.

In the "Display Columns By" area, select the way you want to display your information. Choose "Totals," "Month," "Quarter," or "Year," depending on how much detail you want to see.

Click on the "Run Report" button to display your report. To download your report as a PDF file, click on the "Export as PDF" button.



	Jan 2024	Feb 2024	Mar 2024	Total
Income				
Amenities (0100)	\$0.00	\$0.00	\$0.00	\$0.00
Chair Pool Rental (0106)	\$0.00	\$0.00	\$0.00	\$0.00
Clubhouse (0101)	\$7,475.00	\$0.00	\$0.00	\$7,475.00
Golf - Greens Fees (0103)	\$0.00	\$0.00	\$0.00	\$0.00
Golf - Range Balls (0105)	\$0.00	\$0.00	\$0.00	\$0.00
Tennis Courts (0102)	\$0.00	\$0.00	\$0.00	\$0.00
Annual Community Fundraiser (0200)	\$0.00	\$0.00	\$0.00	\$0.00
5K Turkey Trot (0201)	\$0.00	\$0.00	\$0.00	\$0.00
Chill Cook-off (0202)	\$1,825.21	\$0.00	\$0.00	\$1,825.21
Community Payments (9999)	\$0.00	\$1,386.23	\$114.30	\$1,500.53
Member Fees (0000)	\$1,407.47	\$201.00	\$0.00	\$1,608.47
Annual Dues (0001)	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Dock Fees (0003)	\$17,501.87	\$100.00	\$0.00	\$17,601.87
Outdoor Grill (0004)	\$500.00	\$0.00	\$0.00	\$500.00
Parking Garage (0005)	\$0.00	\$0.00	\$0.00	\$0.00
Pool Membership (0002)	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Stripe Fees (0006)	\$75.00	\$497.88	\$0.00	\$572.88

FINANCIALS: REPORTS—CONTINUED

Create a Balance Sheet Report

Build a Balance Sheet Report for a specific period of time so you can review your account balances.

Click on the “Financials” tab to open it and the “Reports” tab to view the REPORTS window. Click on the “Balance Sheet Report” link.

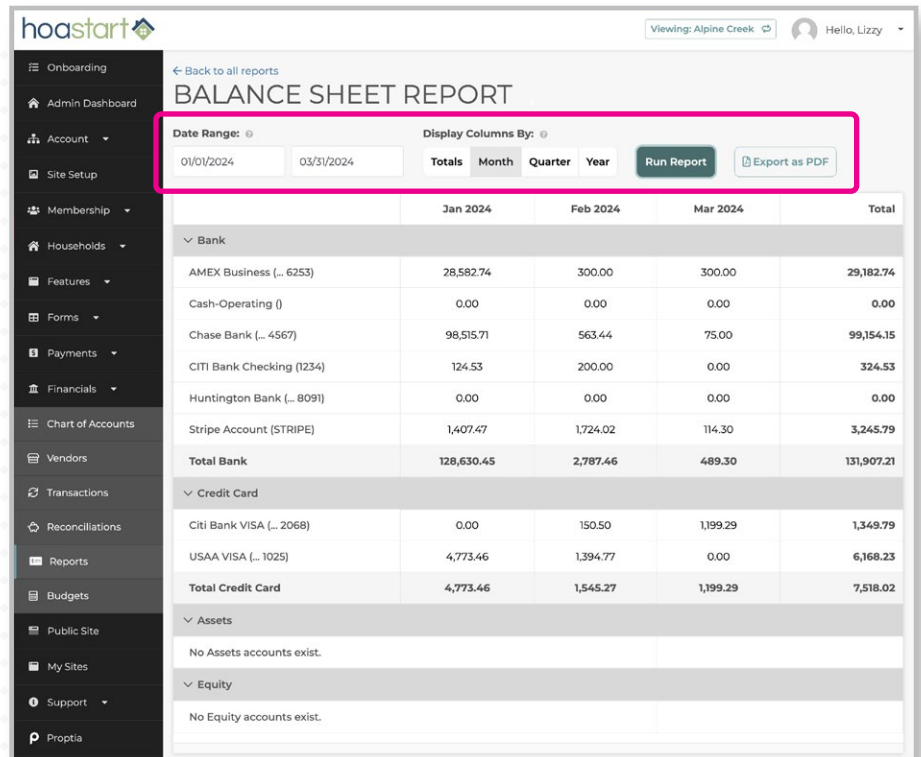
In the “BALANCE SHEET REPORT” window that opens, click in the “Date Range” box to reveal a calendar from which to select the beginning and ending dates of the range of financial activity.

To change the month, click on the forward and back arrows at the top right corner of the calendar window.

Click on a date to select it. Click on the “Set” link at the top right corner of the date-selector window to close the calendar, and return to the “BALANCE SHEET REPORT” window.

In the “Display Columns By” area, select the way you want to display your information. Choose “Totals,” “Month,” “Quarter,” or “Year,” depending on how much detail you want to see.

Click on the “Run Report” button to display your report. To download your report as a PDF file, click on the “Export as PDF” button.



	Jan 2024	Feb 2024	Mar 2024	Total
Bank				
AMEX Business (... 6253)	28,582.74	300.00	300.00	29,182.74
Cash-Operating ()	0.00	0.00	0.00	0.00
Chase Bank (... 4567)	98,515.71	563.44	75.00	99,154.15
CITI Bank Checking (1234)	124.53	200.00	0.00	324.53
Huntington Bank (... 8091)	0.00	0.00	0.00	0.00
Stripe Account (STRIPE)	1,407.47	1,724.02	114.30	3,245.79
Total Bank	128,630.45	2,787.46	489.30	131,907.21
Credit Card				
Citi Bank VISA (... 2068)	0.00	150.50	1,199.29	1,349.79
USAA VISA (... 1025)	4,773.46	1,394.77	0.00	6,168.23
Total Credit Card	4,773.46	1,545.27	1,199.29	7,518.02
Assets				
No Assets accounts exist.				
Equity				
No Equity accounts exist.				



If you have additional questions about the Financials Reports, please visit the Support Desk through your Admin Dashboard and open a support ticket.